

EAST GRINSTEAD TOWN COUNCIL

To: Chairman and Members of the Finance & General Purposes Committee.
Cllrs Mrs Beckford, Mrs Belsey (Vice Chairman), Mrs Brunsdon, O'Brien, Osborne, Sillitoe, Webster (Chairman), Whittaker and Wyan,
Town Mayor and Deputy Town Mayor.
(Other distribution for information only)

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17 November 2011

Dear Sir/Madam,

Your attendance is requested at a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE to be held in the COUNCIL CHAMBER, East Court on THURSDAY, 24 November 2011 at 7.45 p.m. Where possible please clarify any points or raise questions before the meeting with the Clerk to ensure an answer can be given. Please note that the report to supplement the agenda has been emailed to your official town council email address (and is posted on the Town Council website). Please print and bring those papers to the meeting, should you have any difficulty please address this with the Clerk prior to the day of the meeting.

Yours faithfully,



J W Holden,
Town Clerk.

A G E N D A

- 1 Public Question Time. The public are welcome to ask questions of the Committee on matters that are within the Committee's remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.
- 2 To commence not later than 8 p.m. - Apologies for absence.
- 3 To receive the Minutes of the meeting held on 24 September 2011.
- 4 To receive any Declarations of Prejudicial and Personal Interest.

Items to agree or note

- 5 To receive the accounts for September and October 2011 (Min. 148 22.9.11).
- 6 Town Council Finances - Position Statement (Min. 149 22.9.11)
- 7 Performance Indicators (Min 150 22.9.11).
- 8 To receive any recommendations of Committees (Min.154 22.9.11)
- 9 Reports from Council Representatives on Outside Bodies (Min. 358 24.3.10) .
- 10 Neighbourhood Plan Working Party (Min. 151 22.9.11)
- 11 Consultation Working Party (Min. 158 22.9.11)

Items to discuss

- 12 East Court War Memorial (Min. 152 22.9.11)
- 13 Community Revenue Grants (Min. 155 22.9.11)
- 14 Visit East Grinstead website
- 15 Town Guide Charging Policy
- 16 Any other Urgent Business

NB The next meeting of the Committee will be held on THURSDAY 26TH JANUARY 2012

EAST GRINSTEAD TOWN COUNCIL

To: All Members of the Finance & General Purposes Committee (24.11.11)
(Other distribution for information only)

Agenda Item 5: ACCOUNTS FOR SEPTEMBER AND OCTOBER 2011 (Min. 148 22.9.11)

Members are asked to note the account entries titled as Appendix A on separate PDF document

Agenda Item 6: TOWN COUNCIL FINANCES – POSITION STATEMENT (Min 149 22.9.11)

Members are asked to note that the balances on the various Town Council accounts at 14th November 2011 were, rounded to the nearest £, as below.

	Revenue	Capital	Total
	£	£	£
Natwest Direct Res-on demand 1.4%	371,341	87,757	459,098
Santander Time Deposit 18 mths 2.29%	50,000		50,000
NatWest Capital Reserve – on demand		97	97
Natwest Current	20,733	6,513	27,246
Royal Term Deposit 36 mths 3.85%	250,000		250,000
Natwest Term Deposit 18 mths 3.00%	150,000		150,000
Total	842,074	94,367	936,441

Agenda Item 7: PERFORMANCE INDICATORS (Min 150 22.9.11)

Details of Performance Indicators in respect of responsibilities falling under the purview of Finance & General Purposes Committee are set out below for the period June, July and August 2011 inclusive. The comparable figures for the same months in 2010 are shown in brackets alongside.

Members are asked to note this report.

Item	September	October	
Invoices paid within 30 days	96%(100%)	98%(100%)	
Total staff sickness in days	2 (9)	1 (7)	

Agenda Item 9: REPORTS FROM OUTSIDE BODY REPRESENTATIVES (Min 358 24.3.10)

The following update reports have been submitted by The Councils representatives on the outside bodies.

Gatwick Area Conservation Campaign.(Cllr Wyan)

All of the work of this group is about Gatwick Airport and the impact which it, and the aircraft which use it, has on the surrounding community.

1.- Noise and Health - campaigning to reduce noise levels, particularly on departing aircraft, because they have details of a number of scientific studies which show that aircraft noise can lead to sever ill-health.

2.- Pollution - expressing concern over the pollution which aircraft create both in terms of air quality and wild-life habitats. Whilst GACC is not a scientific body, they believe that aircraft may be a major contributor to climate change.

3.- Their main concern would be a second runway with the obvious possibility of increased flights and therefore greater pollution and noise. At the moment, we in East Grinstead are not greatly troubled by noise but, if a second runway were built, it could mean additional flightpaths which could become a major problem for us.

I am in touch with the Secretary by e-mail, am on their distribution list and will attend their AGM on 18th November.

East Grinstead Business Association (Cllr Whittaker)

From 16 May there has been a continuous and positive liaison with the Executive Committee of the East Grinstead Business Association including regular attendance at monthly "BUZZ" meet and greet evenings which are attended by over thirty members each time – and act as an excellent forum for new introductions – as well as gauge local business opinion on a range of current local, regional, and national topics. These evenings have also been attended by many other WSCC, MSDC, and Town Councillors – as well as representatives of other important Town voluntary organisations. Additionally there has been active attendance at three Executive committee meetings chaired by the new EGBA CEO Mr Stuart Scholes.

In his new role Stuart has proven to be highly active and enthusiastic – being very keen to forge new links within the Town, and to refresh and reinvigorate existing links.

Some of the initiatives are listed below –

- Increasing membership by 15 %
- Bringing young fresh and creative people on to his committee – who promote new and exciting Town projects
- Initiating regular and positive dialogue including meetings with important local elected representatives such as Nicholas Soames, Garry Wall, John De Mierre, and Norman Webster
- Lobbying local representatives to promote the profile and aims of the Town's business community
- Forging links with Sussex Young Enterprise to promote the excellent "Company Programme" that they offer to school sixth formers
- Actively supporting the Bluebell Railway Company project to complete the line to East Grinstead
- Supporting Roger Martell in the Queens Walk redevelopment project
- Undertaking detailed analytical surveys (over June / July / August) of the High Street Shops, Offices, and car parking – to highlight vacancy rates, rental levels, spare capacity, redevelopment opportunity initiatives, efficiency measures
- Submission of ideas and proposals for new Town Heritage Signage
- Submission of ideas and proposals for upgrading of "Visit East Grinstead" Town website
- Formulation of a new year Town promotion project called "I Love EG"
- Promotion of wider usage of LinkedIn and Facebook social media networks to broaden the EGBA and Town branding
- Working closely with the Observer & Courier newspaper to promote the Town
- Offering to actively assist Melvin Phillips with the provision of Christmas lighting
- Encouraging EGBA members to support local sports clubs in possible sponsorship arrangements

- Extending links with the Rotary Club and CVS group
- Supporting the MSDC initiative “ Open 4 Business “

Age Concern East Grinstead Report (Cllr Favor)

1. ACEG Executive Committee Meeting on Wednesday 20th July 2011 postponed due to lack of quorum.
2. At the last ACEG Trustees meeting I attended held on Tuesday 4th October 2011 at Swan Mead Day Centre. Awaiting Copy of Minutes but the following items were commented on:

Lions: Supporting ACEG in fundraising for revamp of day centre & addition of conservatory. Approximate budget for conservatory £23,000

Initially funding an architect to come for professional opinion and advise ACEG what's the best way to do it

Minibus: Bluebird transport took over the ACEG minibus on Tuesday 4th October 2011 due to ongoing escalating costs & legislation demands.

Equal service given, Tuesday, Thursday and free service for the Saturday Club.

Increasing transport to Swan Mead on a Friday so will reap benefits immediately.

Fundraising: Barn Dance held on 25th June 2011 was successful, many attended from various groups. It was a fantastic event and all enjoyed the night of dancing.

Trip to Houses of Parliament escorted tour by MP Nicholas Soames on 18th July 2011 – 44 persons attended

Race Night – Friday 18th November 2011 – Meridian Hall – Tickets £12 include fish & chips supper + dessert. If anyone would like to attend and support this good cause, you are welcome

500 club – reduced no. of people joined last financial year.

3. Saturday Respite:
 - a. ACEG funding from own reserves – but will be reviewing in November – external grant applications still being sourced
4. Members Holiday: 2 members recently enjoyed a holiday to Great Yarmouth
5. New Activities:
 - a. Zumba Classes - Wednesday 2pm – participants extremely enjoyed the activities.
 - b. Armchair Zumba starting on a Friday morning for less mobile participants
6. Staff Training: Care of Dementia – funding available
7. Others:
 - a. Canopy – needs replacing, awaiting someone to check. Approximate cost £1,250 + vat
 - b. Step to Cellar caused for concern due to uneven surface, staff had been injured (tripped over), needs addressing
8. Age UK Partnership: Brand Partner in principle but ACEG can withdraw at anytime, if needed.
9. Statement of Financial Activities for the Year Ended 31 March 2011
 Last Financial Year was not good as it was a deficit:
 Total Incoming Resources = £ 203,076
 Total Resources Expended = £ 212,131
 Net Incoming/(Outgoing) Resources = £ (9,055)

Total Funds Carried Forward = £ 94,585

Queen Victoria Hospital (Cllr Webster)

Following the May 2011 Local Government Elections Cllr Webster was elected to represent the Town Council on the Queen Victoria Hospital Foundation Trust's Board of Governors. In this capacity he has attended New Governor Training and met separately with the Chairman of the Board and CEO to discuss future plans for the estate.

Discussions included the imminent construction of 6 new theatres as part of the long term estate development plan and closure of the Jubilee Ward. This was due to declining usage and the difficulty of staffing a geriatric medicine unit in a hospital whose core services are surgical. Such was the Council's concern at the closure Dr Adrian Bull, CEO, was invited to brief the Town Councillors.

Cllr Webster attended Board of Governor meetings and with several of his Town, District and County Council colleagues attended the AGM of the hospital trust. He was honoured to be invited to a tea party hosted by the Town Mayor for members of the Guinea Pig Club.

The Town Clerk and Cllr Webster met with Mrs Heather Bunce, Programme Director for Site Redevelopment and her newly appointed Project Manager to review the long-term plans for the estate and tour major parts of the 23 acre site.

Although the Town Council has little or no influence over the decisions taken by the hospital's Board of Directors Cllr Webster reiterated, on several occasions, the high regard in which the hospital is held by the residents of East Grinstead and the Town Council. He has also stressed that as the QVH employs almost 1,000 people, which makes it a major employer in the town, it has the full support of the Town Council.

East Grinstead Museum (Cllr Mainstone)

The highlight of the year has been receipt of the Queen's Award for Volunteering, the equivalent of an MBE, recognising achievements of our volunteers and the Museum's contribution to the community. Thank you to Town Council members who attended the celebration evening when the Lord Lieutenant presented the award to chairman Mike Hollins.

The Museum sets itself Key Performance Indicators and I am pleased to report that we remain on course to meet our financial and operational targets for the year ending May 2012 under the following headings:-

- Visitor Perspective (we are currently approximately 15% below forecast visitor numbers [target 7000 for the year], but levels of visitor satisfaction remain high)
- Organisational Development (we continue to provide trustees, staff and volunteers with training and development opportunities)
- Internal Quality (the review of procedures is ongoing, and we are maintaining progress with the accessioning and cataloguing of the Queen Victoria Hospital collection)
- Financial perspective (we continue to operate within budget [expenditure budget for the year £45,000] and cash flow projections)

The Museum has previously reported the huge effort involved with plans to extend the building to house the McIndoe and Guinea Pigs project. We were extremely disappointed by our failure to obtain a grant from the Wellcome Trust in support of our venture. The reasons given are summarised as:-

- The physical collection should be separated from the story and transferred to a larger museum, East Grinstead Museum only retaining sufficient items to illustrate the story which should be told in the existing museum building with a strong website to display the full collection online

- More appropriate expertise is needed in the history of medicine and in managing physical and virtual collections
- Concerns exist over the continuity of personnel and ongoing sustainability issues
- A more creative vision needed for how the collection could be presented with various options explored

All these points are debatable in one way or another and the impression throughout the process was that the Trust and its advisors did not really understand how a small independent museum operates. The members of the Awards Committee came from some very big institutions including the Directors of the Natural History Museum, Manchester Museum and the Museums & Collections, University College London. Stakeholders have been consulted in this project – Guinea Pig Club, QVH, Blond McIndoe Research Foundation, Town Council and the local community. The overwhelming consensus was that this internationally important collection should remain intact in East Grinstead. It is very site specific and it would diminish its unique impact if split and subsumed in a larger collection.

The trustees remain committed to their vision of bringing the collection back into the public domain by means of an extension to the museum dedicated to McIndoe and the Guinea Pigs and will persevere with the challenging task of finding ways and means of realising this vision, meaning that much of the work and expense committed to the Wellcome application will not be wasted.

The trustees have a policy whereby reserves (excluding restricted funds which can only be used for the purposes for which they were given) should equate to nine months of non-discretionary resources expended, which based on the 2009/10 outturn equates to £24,000. The target level of reserves should enable the trustees to continue the current activities of the museum in the event of a significant drop in funding until new sources can be found. For the period under review, reserves of £17,000 do not meet this target level. Fundraising activities have been switched to meeting core operating costs for the next financial year 2012-13 in particular the curator's salary.

The current exhibition is "The changing face of East Grinstead" that shows how the town's estates have developed. The previous exhibition was "The Year Art Deco came to Town" that featured the buildings that were influenced by this style. The next activity day for children, "Christmas Fun and Crafts", is on Sunday 4 December.

Christmas Promotions Committee (Cllrs Mainstone and O'Brien)

The Committee organise two special days during the year with the aim of bringing people into the town centre for their enjoyment and to boost trade for the retailers.

- **The Christmas Family Day** All arrangements are in place for 4 December. Subject to a walk through by the organisers with the fire service for the risk assessment. The London Road will be closed between Bluebells Cafe and Lloyds Bank. Stalls and rides will be featured along the centre of London Road to allow the public easy access to the shops. In Queens Walk there will be charity stalls and Santa's grotto for the children. Thanks go to the Lions for organising the very popular grotto.
- **The Mid-Summer Market** This event on 23 July, drew in a very large crowd with the French Market as the main attraction. The London Road was closed between Lloyds Bank and the Old Post Office. Queens Walk provided the venue for charity stalls.

The format for these two events has proved to be very successful over the years and they have become a feature of the town's calendar. The Town Council grant is crucial to this success and helps to maintain the events into the future. The group have a small reserve that they hope to use for an event to co-incide with the jubilee celebrations next year.

Mid Sussex Association of Local Councils (Cllrs Saull and O'Brien)

There have been two meetings since May. The first was primarily to elect new officers, the new Chairman being Natalie March from HHTC and secretary Paul Johnson (the secretary does not need to be appointed from within the membership). The meeting are attended by Clerks and Members.

Issues discussed to date have been:

The District Plan - an urge for the membership to ensure that responses are made Youth Service provision after the results of the recent consultation are known. The concerns are that the service will only address existing problems rather than services for all.

Neighbourhood plan developments (Cuckfield are a front runner and other councils including EG and HH have applied for funding in the current round). Most councils have been undertaking consultation in the build up to an emerging plan. Plans look to be coming forward in early 2012 and will then progress towards referendum.

Winter Gritting and preparations - who is supplementing the county role locally and the counties level of resources.

Agenda Item 10: NEIGHBOURHOOD PLAN WORKING GROUP (Min 151 22.9.11)

Neighbourhood Plan Working Group

The group continue to meet regularly and have since the last report to this committee, conducted and analysed the survey results from the Town Wide consultation that took place between 8th and 31st October.

Town Councillors are thanked for their support in manning the stations at Wickendens, Queens Walk and Sainsburys. Additionally surveys were handed out at the railway station on the morning of 7th October and the online survey has received a steady stream of responses. In total around 1500 surveys were handed out and 640 replies received.

The Survey asked how far certain statements were agreed with on 7 areas that will be expected to feature in the forthcoming plan. These areas were:

Statement Area	Top Priority	Rank
Housing	54	5
Highways	135	2
Business Development	124	3
Leisure/ health	13	7
Environment	94	4
Town Centre regeneration	204	1
Sustainability	16	6

Overwhelmingly the statements were agreed with, however the final question was which one element is the most important to you. This was answered as shown in column two above and column three therefore gives the overall priority that this area should have in the plan.

The Group have met with the Senior Planning Officers at MSDC who have given advice on the infrastructure requirements that have been asked for and advised of

the development of the District Plan. The District Council have agreed to provide data to assist in determining the housing need in the Town and continue to offer support to the Town's neighbourhood Plan. The District have also signed off the Councils bid for the front runner status funding. A response is expected before January to advise if the bid has been successful. Haywards Heath and a number of Mid Sussex parishes have also applied.

The Group have written to residents and business groups in the town to ask that they send in their collective views that they would like to see incorporated. They have been sent a copy of the questionnaire in order to help structure the replies. They have been asked to reply by the end of November 2011.

The next steps for the group are to meet with developers, the District and County Council to discuss areas of the town that could be developed and to understand the priorities and restrictions therein. Following this the Group will bring forward the next stage of consultation due for the end of December to propose a set of options, with impact statements of these. For example, to be able to improve the road in area A by introducing a flyover we would need to introduce this number of dwellings, to improve the area by diverting the road we would need to introduce this number of dwellings and displace field C. Etc. Setting out the options that could be done but how they would be financed and other implications that may be a result. These will then go out to consultation.

In the meantime the group would like to change the approach of the working group. The detail is such that the existing group will not be able to gather all of the necessary evidence and drawing up of policies, and therefore would propose that each Town Councillor be assigned one of three working groups to report back to the current group which will act as a steering group for this project.

Taking the headings from the recent survey the areas of work are suggested to be split as follows:

Town centre regeneration and business development (Cllr Wyan)
Environment, sustainability and Leisure and Health (Cllr Mrs Beckford)
Highways and Housing (including infrastructure needs) (Cllr O'Brien)

Committee is Recommended :

- (1) To set up three groups including all councillors to feed in to the steering group. The groups composition to be determined by each Councillor declaring a preference and then considered by the Neighbourhood Plan Working Group Chairman.
- (2) To note the remainder of the report

Agenda Item 11 : CONSULTATION WORKING GROUP (Min 158 22.9.11)

The Consultation Group which was formed at the previous round of meetings has submitted consultation responses on:

National Planning Policy Framework
Proposed minor amendments to road traffic order
Youth Service Provision at WSCC

The precised response to the NPPF is included here while the other two have been included in the Public Services Committee Papers. This is for noting by the committee.

Delivering Sustainable Development

The Framework has the right approach to establishing and defining the presumption in favour of sustainable development.

Comment: Our concern is that where plans are not up to date due to changing legal requirements this could open the door to uncontrolled applications which would be difficult to turn down. This is our experience based on the current position of the legislation passage for the localism bill to replace the South East Plan. We are in a limbo period believing that we could have applications that cannot be easily refused by developers on green belt and areas previously identified as strategic gap.

Plan-making

The Framework has clarified the tests of soundness, and introduces a useful additional test to ensure local plans are positively prepared to meet objectively assessed need and infrastructure requirements.

Comment: The process to preparing the plans would appear to be the right approach. However there is a concern that where neighbourhood plans are not adopted the planning authority may not have prepared an approach which is a demonstrably evidence based and thought out as the local plan would be. We would urge reconsideration of this. Our comments are based on the amount of work that we are putting in to the preparation of a local plan. The District is not intending to replicate this work, therefore if we were not drilling the detail or consulting as widely would the benefit of the local knowledge be reflected in the detail? Subsequently if the plan is not adopted by referendum the District will be free to ignore all of the evidence and the information that was presented therein.

The policies for planning strategically across local boundaries provide a clear framework and enough flexibility for councils and other bodies to work together effectively

Comment: Paras 44-47 This needs to be stronger. There has been a propensity in recent years to build on the fringes of the planning authority where it has a natural impact on a different district or even counties infrastructure. East Grinstead is bordered by Surrey and East Sussex, development on the fringes of these borders would place pressure on the infrastructure of East Grinstead in West Sussex which would not benefit from the CIL or S106 contributions sought from the developments. There should be a perimeter or obligation that a % of the payments should be ringfenced and made available to the affected area not the area in which the development takes place.

Decision taking

In the policies on development management, the level of detail is appropriate.

Comment: The role of the Parish/ Town Council must not be ignored. Developers of significant projects should be required to meet with the local council before the plans are submitted to the planning authority in order to ensure that the local communities views, thoughts and ideas are incorporated. At the very least this “tests the water” for the local environment of the development.

Any guidance needed to support the new Framework should be light-touch and could be provided by organisations outside Government.

Comment: Climate and wildlife control and protection guidance can be provided by the experts in these fields.

Business and economic development

The 'planning for business policies' will encourage economic activity and give business the certainty and confidence to invest.

Comment: Planning applications that meet or strive to incorporate more than basic environmental or economic benefits in their design should be able to have this reflected in their local business rates. If the plan is environmentally sustainable and above minimum standards the reflection in a reduction for a period of time should be built in to the valuation system to allow this to be economically advantageous for the business. This could be through materials used or design statements for example.

The town centre policies will enable communities to encourage retail, business and leisure development in the right locations and protect the vitality and viability of town centres.

Comment: Para 76 gives a lot of encouragement. Should the policies reflect the aspiration within these the trend of preserving rather than moving with the times for our high streets may well be reversed and the heart of the community could centre around these areas to shop / socialise and convene.

Transport

The policy on planning for transport takes the right approach.

Comment: The proof of the pudding will be in the eating. Transport is a difficult issue, the wish to reduce greenhouse gasses and to remove the reliance on the fossil fuels has resulted in policies to dissuade car use. This may well work in large cities but will never work in the rural shire. Commuters may have moved from London and be able use public transport to reach the city or work place but at weekends they will simply not stay in a flat or confines of a small town. They will want to look out elsewhere, explore the area in which they live and sample the local attractions. Living in the shires, these are often not accessible through local transport and cars are necessary. Proactive and sustainable thought to carparking and access to vehicles needs to be given. Simply removing the right to park or charging residents to street park is not the answer. Planning structures to address this need to be considered.

Communications Infrastructure

Policy on communications infrastructure is adequate to allow effective communications development and technological advances.

No comment submitted

Minerals

The policies on minerals planning adopt the right approach.

No comment submitted

Housing

The policies on housing will enable communities to deliver a wide choice of high quality homes, in the right location, to meet local demand.

Comment: 109 - generally we are supportive of the proposals, however the continued wish to ignore windfall sites defies logic. Housing is built and provided and should be included in the figures that add to the totals. Windfall will always occur. If windfall or garden grabbing as tends to be the experience of this is not to be

counted, then it should not be allowed and policies to protect from this should be introduced.

We remain concerned about the requirement to identify five years supply PLUS 20%. This is potentially a very large number and could result in areas identified as very much last resort which would or could be first pickings. For example if the Town were committed to infill rather than extend borders but needed to identify beyond its current boundaries to meet the 20% we could find that the extension beyond the town boundaries are thought to be more attractive for a developer rather than smaller schemes in-fill. Thus stretching the infrastructure rather than using the current networks.

115 - we are strongly in support of design policies and where these are exceeded (sustainability/ environmentally etc) again these should be reflected in a rebate position on property tax or other means. There should be an incentive and encouragement to exceed the minimums from an environmental and also an aesthetic aspect. Blending with the street scene etc.

Planning for Schools

The policy on planning for schools takes the right approach

No Comment submitted

Design

The policy on planning and design is appropriate and useful.

No comment submitted

Green Belt

The policy on planning and the Green Belt gives a strong clear message on Green Belt protection.

Comment: There has been build in AONB (within policy) over the past few years. Where build has occurred we would wish the policies to be clear as to whether this means that future build or application to build would be affected by these prior decisions. IE have we set a precedent?

Climate Change, Flooding and Coastal Change

The policy relating to climate change takes the right approach

No comment submitted

The policy on renewable energy will support the delivery of renewable and low carbon energy

While the proposals look plausible, it is beyond our expertise to know whether they will result in the reductions that are intended.

The draft Framework sets out clear and workable proposals for plan-making and development management for renewable and low carbon energy, including the test for developments proposed outside of opportunity areas identified by local authorities.

No comment submitted

The policy on flooding and coastal change provides the right level of protection.

The Building on flood plains will continue to result in devastating occurrence for the occupants of these properties. Bad floods perhaps only occur generationally, but the more build the more risk. Drainage and infrastructure to take away excess water must be a high priority. The infrastructure is worryingly old and needs investment to ensure that it is able to bring the desired outcomes to fruition.

Natural and Local Environment

Policy relating to the natural and local environment provides the appropriate framework to protect and enhance the environment.

No comment submitted

Historic Environment

This policy provides the right level of protection for heritage assets.

Comment: Para 179 This is a matter of great concern to us. The conservation areas once identified should be preserved in keeping at all costs. Modernising has its place but the overall aspect must be in keeping. Where local design statements can be adopted to retail/commercial and residential build in a conservation area this must be enforced and should not be tweaked or disbanded for the sake of corporate branding. For example if McDonalds want to take up business in an historic high street the familiar golden arches logo MUST be reconsidered in to a more appropriate piece of street furniture to reflect and preserve the ambience. This example is illustrative only as the logo is well known.

Agenda Item 12: EAST COURT WAR MEMORIAL (Min 152 22.9.11)

Since the last Committee meeting the Town Clerk has approached many of the suggested contacts and has conducted further research in to the East Court War Memorial and the application made by Mr Piddlesdon.

The historic records of the East Grinstead Urban District Council show that the land adjacent to the East Court Mansion was specifically donated to be a war memorial to those who suffered in the 1939-45 war. As part of the process a committee was set up under the UDC which later became the War Memorial Company. This company decided that a monument to bear the names of the fallen would be commissioned. A public call for names to be included was issued and the records that were held by the UDC and the War Graves Commission were included in this. The precise minutes as to the decisions that were made by this committee are not included in the UDC minutes, however as all of the five names that have been put forward in support of this request are listed in the War Graves burial record, this explains why they appear in the Website rollofhonour.com and as the Town Clerk has established also the cwgc.org (commonwealth war graves commission). Further enquiries here have reflected that the Government issued legislation in late 1947 to state that the entitlement for service personnel to be buried in war graves would be removed after 31st December 1947. This explains why Staff Sergeant Groombridge who died in October 1945 (after the end of hostilities) was entered on the records as a war burial and entitled to a war grave.

The result of the deliberations was two plaques on the war memorial bearing the following:

Firstly: in memorial of those who were *killed in military service in action* during the war and: in memorial of the *civilian victims of military action* during the war (this includes those killed during the Whitehall Bombing).

The wording here is most precise and It would seem reasonable to assume that this was the express wish of the Committee to include names to meet the criteria as specified. Additionally it has been established that all five of the names that were listed, died as the result of accidents as recorded in the Councils war grave burial records. It would therefore seem logical that these names were known and deliberated by the committee at the time and that the exclusion of these names from the war memorial was made. All the other active service East Grinstead names included in our war burials book, do appear on the memorial. It would therefore appear to have been a conscious decision not to include them, possibly due to the nature of their deaths, tragic as they were but not "in action". The research further established that initially the committee voted not to include any civilians (a vote of 7:5) although this decision was overturned later before the memorial was completed. It therefore was clearly extremely emotive and caused many discussions at the time.

Considering the war memorial gardens, the wording here was much more open, it may therefore be appropriate to consider placing a plaque in the gardens in memory for those who died but not as a result of military action. This would be irregular but would fit the intention of the grounds being a memorial to those who suffered during the 1939-45 conflict.

If the committee are minded to erect a further plaque on the memorial itself, this will be placed on the side or back of the memorial as there is no place on the front of the memorial that could take a new criteria and list.

As a matter of courtesy the War Memorial Company have been pre-consulted for their view on this matter and they believe a separate plaque may be suitable.

The Committee is asked:

To decide whether to erect a further plaque on the existing war memorial to those who died, in service but not as a result of enemy action.

If not, then to consider placing a simple plaque in memory of those who died while in service during the 39-45 war, in a flower bed or elsewhere in the gardens of the war memorial company, arrangements to be agreed with the Town Council Officers.

Agenda Item 13: COMMUNITY REVENUE GRANTS APPLICATIONS (Min 155 22.9.11)

This report was held over from the previous meeting due to the sudden late flurry applications received after the cut off date. The Committee agreed to accept no further applications from the date of the Committee but they are now able to come forward.

The Town Council sets aside specific revenue funds each year to enable it to support, in a relatively modest way, a range of groups and organisations in the Town. In accordance with Members' budgetary policy some groups have ring fenced grants, details as follows for the current financial year:-

£

East Grinstead Christmas Lights Committee	1,000
East Grinstead Town Twinning Association	1,640
East Grinstead in Bloom Committee	2,500
East Grinstead Citizens Advice Bureau	4,000
East Grinstead Age Concern (for Christmas party)	360
East Grinstead Christmas Promotions Committee	530
East Grinstead C.V.S. (contribution towards rent)	3,000
Badger Trust, Sussex	280
East Grinstead Credit Union	500
East Grinstead Town Museum	2,300

There are other grants funds for dedicated purposes for Youth Sports Development, Youth Initiatives, Campaign Initiatives and Neighbourhood Panel support. A report on the allocation of youth sports development grants will be tabled at the November Amenities and Tourism Committee meeting.

In addition to the above £3,800 is allocated for distribution by Members, at this meeting, to other organisations working within or for the benefit of the Town.

Applications for revenue grant aid have therefore been received from the following organisations:-

East Grinstead Music and Arts Festival*
 Meridian Short Mat Bowls Club*
 Barn Field Place Management Ltd
 Jigsaw 4U
 Grenestede Talking News*
 FurniHelp Mid Sussex*
 Soroptimist International, East Grinstead
 Imberhorne Allotments Association
 Meridian FM
 St Catherine's Hospice
 Felbridge & Sunnyside Cricket Club
 National Childbirth Trust
 East Grinstead Council for Voluntary Service (CVS)*
 Bluebird Community Partnership
 Armed Forces Day Association*
 Tadpoles Swimming Club*
 East Grinstead Football Club*
 East Grinstead and District Access Group*

In accordance with policy the above organisations have completed official application forms and/or provided the requisite information to enable the applications to be put before Members. These are available for detailed Member reference on file 6/1 (2011/2012). It has been previously agreed that a brief synopsis of each application should be prepared for Members consideration in order that Councillors are not subjected to an excessive amount of paperwork.

Before considering the various grant requests there is some additional information that may be helpful. The number of applications, Eighteen, is three more than 2010/2011. A number of these applicants received a grant in 2010/2011 and they are recorded above with an *. It should be noted, that the total funding requests exceed funds available. Although there are specific powers available for paying some grants the bulk of these

organisations' applications, if met in whole or part, would be paid in accordance with section 137 of the Local Government Act 1972.

Members will be asked to allocate the grants and to this extent the Chairman of the committee will table a list of recommendations to the meeting.

East Grinstead Music & Arts Festival*

The Festival is a registered charity providing facilities for various performing arts in dance, singing and speech and drama. The Festival has applied for a grant of £150 to contribute towards the cost of the singing accompanist. In context, the cost of running the Festival in 2010 was £16,000. Approximately 500-700 people in East Grinstead participate in the Festival annually, mostly young people, and there are over 60 people involved in the Festival organisation.

Meridian Short Mat Bowls Club*

The Short Mat Bowls Club meets weekly in the Meridian Hall and there are 24 members, all but one living in East Grinstead. They have requested a grant of £100 to assist with running costs of the Club.

Barn Field Place Management Ltd

Barn Field Place Management is a residents' association promoting good maintenance and standards of 13 properties in Barn Field Place. The residents are not members of Barn Field Place Management. The Chairman has asked, on behalf of the residents, for a grant of £100 towards the cost of levelling and turfing a strip of land bordering the Barn Field Place properties and Holtye Road. The total cost of the project is £250 and it is felt that not only will the residents benefit from this but passing local pedestrians and motorists too. The residents are happy to contribute to the remainder of the cost. It must be noted that Barnfield Place Management Ltd have not provided the accounts which are required as part of the criteria. They understand that by not doing so the Committee may decide to withdraw the application.

Jigsaw 4U

Jigsaw4U is an organisation that supports children and young people who have experienced loss and trauma and gives them a voice in decision making about their lives and the services that support them. The organisation rent the top floor of East Court Mansion and employs 10 part-time staff and around 30 volunteers. They receive no statutory funding and make no charge to families. They have requested a grant of £1,000 to assist with increasing costs of rent, telephone and IT.

Grenestede Talking News*

Grenestede Talking News is a registered charity providing a weekly tape/CD to individuals who are blind, partially sighted or having other disabilities making reading a strain. The tapes/CDs contain local information and news. They have requested a grant of £100 towards the annual rent of the recording room in the Old Court House. There are some 70 people involved in the organisation, 95% of whom live in the civil parish of East Grinstead.

Furnihelp Mid Sussex*

FurniHelp Mid Sussex is a registered charity relieving poverty and stress by the provision of basic furniture and household equipment to those in need who are referred by social and caring services, religious organisations and housing associations. The project's annual running costs are £11,000 and funding comes

from local authorities, national grant bodies, service clubs and donations. The Charity is supported by 14 volunteers but they do not have a membership as such. They have requested a grant of £350 to assist with general running costs and especially towards the annual rental on their warehouse, which is £10,000 p.a.

Soroptimist International, East Grinstead

East Grinstead Soroptimist is an organisation for professional and business women, committed to helping women, girls and boys to achieve their potential, realise aspirations and have an equal voice in creating strong and peaceful communities. There are 40 people involved in the Organisation, 80% living in East Grinstead. They have asked for a grant of £350 towards the cost of printing leaflets entitled "Loves me Loves me Not", which raises awareness of the qualities of positive and negative relationships. The leaflets will be distributed to year 9 pupils at Imberhorne and Sackville Schools, who take part in the annual Good Citizen Award scheme.

Imberhorne Allotments Association

The Association manages the Imberhorne Allotments, owned by the Town Council, to provide residents of East Grinstead and surrounding villages with an allotment to grow their own fruit and vegetables. The Association has 65 allotment tenants, 92% of which live in East Grinstead. They have asked for a grant of £500 towards the cost of replacing the existing main gate to the site with a more secure and lightweight construction. The Association last received a grant from the Town Council in 2008 to help pay for surfacing of the site's car park area.

Meridian FM

Meridian FM provides a local community radio service for East Grinstead and environs, and operates from the Jubilee Community Centre. There are 70 people involved with providing the service, 98% of whom live in East Grinstead. The radio station has asked for a grant towards a total cost of £900 to complete the installation of equipment for their second studio, which will allow them to train local people as presenters and offer training to local schools and colleges.

St Catherine's Hospice

The Hospice provides specialised end of life care to local people as well as their families, friends and carers. The catchment area covers Mid Sussex, Crawley, Horsham and East Surrey. They receive only 30% of funding from the NHS. Last year the Hospice received around 70 new referrals for residents of East Grinstead, through contacts with local surgeries. St Catherine's is progressing a new initiative to expand their end of life care to patients in their own homes and has asked for a grant of £800, being the cost of one community nurse for one week.

Felbridge & Sunnyside Cricket Club

The Club aims to foster and promote the sport of cricket at all levels within the community, providing opportunities for recreation, coaching and competition. The Club has a membership of 150 (including 70 junior members), with approximately 95% living in East Grinstead. They have applied for a grant of £500 for new junior/senior cricket non-turf practice net areas for coaching and practice purposes. The total cost of this project is £30,000.

NCT National Childbirth Trust

The East Grinstead Branch of the Trust offers support and information in pregnancy, childbirth and early parenthood and aims to enable every parent to make informed choices. The NCT currently involves 130 households of which 90% are in East

Grinstead. They have asked for a grant towards a total project cost of £8,000 to fund Bumps and Babes and to train 10 new “Breastfeeding Peer Supporters” to include hall hire and training costs and equipment, to which all new parents will have access.

East Grinstead Council for Voluntary Services

The EGCVS have made an application in respect of the Volunteer Centre that they operate. The funding awarded last year allowed the service to increase the hours available of the volunteer coordinator to stage events at the library, chequer mead and the town centre which were dedicated to outreach work of raising the profile of local organisations and the need for volunteers. The service this year would like to continue this work focussing on specific local organisations such as Standen and Meridian FM, they believe that targeted work is more successful in recruiting for organisations that need large numbers of volunteers. The CVS would like to offer this type of service to other organisations should this pilot prove successful. They are asking for a grant of £350.

Bluebird Community transport

Bluebird Community Partnership: The application is a contribution towards the continued expansion of the range and quality of the service for East Grinstead. The Bluebird community transport service is mostly for older people and those who find the public transport system difficult to use. The project they are seeking a contribution to, increasing the coverage of transport in to the northern area of the district and specifically villages surrounding for trips in to East Grinstead will cost a total of £2,000.

Armed Forces Day Association

The Armed Forces Day organizing committee: The application is for the cost of the hire of the Meridian Hall to be covered. In the past the cost has been part met. The organization have found that budgets being very tight the wish to increase the publicity for the day has lead them to agree to reduce the period of hire for the hall, in the hope that the committee will be able to grant an award to cover these costs. The Armed Forces Day is a national celebration, well attended by current and past serving personnel and their families. It includes a short service and an awards ceremony.

Tadpoles Swimming Club

Tadpoles Swimming Club is open to children, young adults and older people to help them overcome physical impairments. The club have received grant funding from the Council in the past and have requested a contribution towards the hiring cost of the swimming pool which reaches £2,700 per annum.

East Grinstead Football club

The East Grinstead Football club apply to the Council annually for assistance with the annual fireworks display. The cost of this is £4,500. This year they have applied for £500 towards the cost.

East Grinstead and District Access Group

The Access group have requested £300 towards their overall running costs. They have previously received grants from the Town Council. The Access Group have found that the loaning of scooters and wheelchairs service has been very successful amongst others.

Agenda item 14 : VISITEASTGRINSTEAD.COM WEBSITE

The Town Council has been approached by The East Grinstead Business Association (EGBA) with a request to launch a new webpage visiteastgrinstead.com. This website domain was purchased by the Town Council some time ago and it is a common address used by many Towns and areas as a tourism page. Resources have not allowed the Council to take the opportunity to develop the page and use it as a tourism tool, although this has always been the intention.

A proposal has come forward from EGBA whereby they would like the Town Council to run with the website and they would like to have some editorial influence in the business areas of the site. They have approached a local company who have provided sample pages and put together a proposal for the creation of the website at the cost of £3,300 plus £38.00 per month in ongoing support. To date, this work has been free of charge as it is the concept that is being explored. However further work will require this now to be paid for.

EGBA have indicated that they cannot afford to undertake this work and are seeking the Town Council to fund it. It is below the financial regulations limit of £5000 that would **require** two quotes to be sourced. EGBA have suggested that as this is business development MSDC may be persuaded to assist with the cost. This is currently being explored by officers.

The main East Grinstead Website is currently undergoing a redesign with its existing webmaster to the total cost estimated at £1500. This is being met from existing budgets. The same company could be approached for a quote for work on visiteastgrinstead.com for comparison purposes. The new website for the Events at East Court (primarily to promote weddings) has cost £2500.

The site is a good idea, it is desirable that we utilise this website domain which is a common search tool for people looking to come to the town and the offer from EGBA to be a hand in the construction of the information to go on to the site should be embraced. However this is not allowed for in the current year budget and would be an overspend, the cost could be met from reserves or through virement of underspend in another cost code. Members are asked to instruct officers on the following matters:

1. Should visiteastgrinstead.com be pursued during 2011/12
2. Should The Town Council accept the quote from the local company or seek alternatives?
3. Should an editorial panel for this website including representatives of EGBA be established?

Agenda Item 15: TOWN GUIDE CHARGING POLICY

The new Town Guide has been received at the Council, the Guide to date has been sold in an attempt to raise some revenue. The Guide itself is funded through the advertising that is featured within it. The guides have been sold for 75p each or 50p each in bulk to businesses. It is understood that for years large volumes of remaining stocks of the guides have been given away or recycled at the end of an edition as they have not sold well.

It is recommended that the guides are no longer sold but are made available free of charge. They give an excellent account of the town and they include a map. For visitors to the town these could be made available at no cost. Officers are looking in to the guides being higher profile and therefore advertising the town better. A good step on this route would be to remove the charging policy, the loss of income being negligible.

Committee is recommended to remove the policy of charging for the guides and make them freely available.

Town Clerk's Report Ends